

Memorandum

To: MMARS Liaisons
Chief Fiscal Officers
Purchasing Agents

Mr. Michael Weld
99 CTR
OFFICE OF STATE COMPTROLLER
One Ashburton Place
Boston MA 02108

From: William Kilmartin, Comptroller
Philmore Anderson III, Purchasing Agent

Date: October 27, 1995

Re: *Procuring Information Technology Services through EDI*

MMARS Memo #224F

Recently, a number of departments have requested additional guidance on Service Contracts for maintenance, and time and materials. The Office of the Comptroller and the Department of Procurement and General Services, have met with the trading partners, and agreed to the following:

- * limit the number of catalog numbers in the vendor catalog table (VCAT)
- * use a monthly rate structure for all maintenance contracts
- * use a four part rate structure for time and materials contracts

Attached are examples and instructions on entering Service Contracts (SC) with these decisions.

In addition, all Information Technology services being purchased from a statewide contract will reference the Master Service Agreement (MSA) table in MMARS. Services purchased from a statewide contract will no longer require Department of Procurement and General Services review/approval. For EDI transactions, fax or e-mail the document id number to the Procurement Unit at the Office of the Comptroller for approval. For non-EDI transactions, forward the SC input form to the Procurement Unit at the Office of the Comptroller for approval.

For assistance entering SC documents, please contact the MMARS Helpline at (617) 727-5995 and/or sign up for SC training by contacting Carolyn Wollenhaupt at (617) 727-5000 extension 303 or via e-mail at Carolyn.Wollenhaupt@DAB@OSC.

If you have any questions concerning this memo, please contact Gerry Eigen, Contract Manager, at the Department of Procurement and General Services at (617) 727-7500 extension 307.

Thank you for your continued support.